



SHELBY COUNTY CLERK'S OFFICE

JAYNE S. CRESON, COUNTY CLERK

NOTARY DIVISION

150 WASHINGTON AVE. • SUITE 201 • MEMPHIS, TN 38103

PHONE (901) 545-4254 • FAX (901) 545-4215

INFORMATION FOR NOTARY PUBLIC APPLICANTS

FIRST TIME APPOINTMENTS:

Applications may be obtained from the Shelby County Clerk's Office. You must complete all information on the application, sign the application before a Notary Public or bring to our office and sign before a Deputy Clerk. A \$14.00 payment must accompany the application.

When we receive your commission from Nashville (approximately 3 weeks), we will advise you of the expiration of the commission. You must then secure a \$10,000 Notary Bond from any insurance company and bring the bond to our office. You must sign the bond before the Deputy Clerk who will administer the Oath of Office and have you sign the Notary Register. The clerk will deliver your Notary Commission to you at this time. **YOUR NOTARY SEAL AND EXPIRATION DATE STAMP MAY BE SECURED FROM ANY OFFICE SUPPLY STORE OR STAMP COMPANY.** The official seal may be imprinted by either an impression seal or by a rubber or other type stamp.

REAPPOINTMENTS:

The Notary's term of office is four (4) years, such term to begin on the date of the issuance of the Commission by the Governor.

Each Notary Public is responsible for obtaining a renewal application from this office approximately sixty (60) days prior to the expiration of their commission, completing the application by signing before a Notary Public and returning it to our office, with a payment in the amount of \$14.00, for approval at a meeting of the Board of Commissioners.

Paragraph two (2) under "First Time Appointments" also applies to reappointments except that you already have your Notary Seal and need only obtain a new expiration date stamp. The official seal may be imprinted by either an impression notary seal or by a rubber or other type stamp.

NOTICE: ALL APPLICATIONS MUST BE SIGNED BEFORE A NOTARY PUBLIC OR DEPUTY CLERK. APPLICATIONS THAT DO NOT INCLUDE THE NOTARY ACKNOWLEDGMENT WILL NOT BE ACCEPTED FOR PRESENTATION TO THE BOARD OF COMMISSIONERS.

2004 Tenn. Pub. Act, ch. 854, was signed into law on June 7th. Effective July 1, 2004, this Act makes a number of modifications to the existing laws concerning notaries, including the following changes:

- **New Eligibility Requirements.** In addition to any other eligibility requirements, a person applying for election as a Notary Public must certify under penalty of perjury that he/she has never been removed from the office of Notary Public for official misconduct, has never had a notarial commission revoked or suspended by this or any other State, and has never been found by a court to have engaged in the unauthorized practice of law.
- **New Name.** Notary Publics will no longer be identified as Notary Publics "At Large" but rather will be known as Notary Publics for the State of Tennessee.
- **Notary seal color.** The notary seal must be imprinted in "...any color other than black or yellow, provided the color used to imprint the seal shall be clearly legible and appear as black when photocopied on a non-color copier." However, these requirements do not apply to current notaries until the expiration of their current terms of office. In addition, the failure to imprint the seal with a proper color does not invalidate the notarization and does not subject the notary to any civil or criminal liability.